

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Assistant Finance Business Partner

Finance Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

This post is in the Professional Finance Business Partner Teams (FBPT) supporting West Northamptonshire Council. These teams are split between Accountancy and Strategic. The FBPT are the business partner to the specific service area identified above and are responsible for:

- Strategic financial management
- Operational and technical accountancy requirements
- Advice and support to budget managers
- Medium Term Planning Process
- Performance Management and Reporting
- Driving of the efficiency agenda

The role of the Assistant Finance Business Partner is to support the Council's Accountancy/Strategic functions. The postholder will provide professional finance advice and support budget managers, service management teams and finance business partners teams. Within the Finance Team the post holder will be expected to operate as any of Assistant Finance partner posts.

Accountable to:

Reports to: Senior Finance Business Partner

Responsibilities:

1. Ensure that services perform their duties and functions in fulfilment of their financial statutory obligations, keeping abreast of the Council's changing legal obligations, mandates and responsible for ensuring relevant compliance with the Council's Financial Procedure Rules and SORPs.
2. Developing financial systems and processes to ensure and robust governance and demonstrate best practise.
3. Support the closedown of the accounts schedule, reviewing processes and timescales to enable deadlines to be met, ensuring all working papers are completed in accordance with external audit requirements.
4. Support the Council to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements.
5. Support budget holders in financial planning and budget modelling for different scenarios, advising on financial analysis for both revenue and capital income and expenditure, including risk appraisals.
6. Deliver Customer Satisfaction levels to support the Finance Business Partner business plan and deliverables.
7. Be aware of and demonstrate awareness and understanding of equal opportunities.
8. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description.
9. Deputise for the Finance Business Partner in their absence, as necessary.

10. Develop and provide support and guidance to all users of the banking software and treasury management systems.
11. Liaison with all investment and loan counterparties and external service providers to ensure contract and service level agreements are adhered to.
12. Assist with development and production of the Council's Treasury Management Strategy, Annual Investment Strategy and Practices in accordance with the CIPFA Code on Treasury Management in the Public Services and Prudential Code.
13. Support and advice on future cash flow and provide information on future interest receipts for budgeting and planning over the course of the Medium-Term Financial Plan.
14. Ensure that the treasury management system (Treasury Live) records are kept up to date.
15. Provide advice to officers and members on money laundering, and cash management.
16. Assist in the completion of the month end VAT return and any other Treasury management returns.
17. To invest funds or arrange loans in accordance with the Council's Treasury Management Strategy Statement. Liaison with accredited brokers and external consultants.
18. Support budget holders in financial planning and budget modelling for different scenarios, advising on financial analysis for both revenue and capital income and expenditure.
19. Assist in the assessment of business case appraisals, including interpreting/analysing complex financial and non-financial information.
20. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
21. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
22. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to analyse and address complex issues including the need to deliver different support to different service elements.	Essential	A, I
Ability to plan and organise time and resources to ensure that deadlines and agreed targets are met.	Essential	A, I
Ability to apply innovative and creative thinking to complex service challenges	Essential	A, I
Demonstrate the ability to communicate, both written and oral, complex financial issues to non-financial managers, senior managers, and external organisations	Essential	A, I
Well-developed IT skills (spreadsheet, PowerPoint, general ledger packages including reporting)	Essential	A, I
Working with and producing meaningful financial management/statistical information for management and audit purposes.	Essential	A, I
Ability to constructively challenge budget holders/services to take a corporate approach to finance issues	Essential	A, I
Ability to constantly review and improve processes and information for budget managers and senior management to aid decision making	Essential	A, I
Ability to work on own initiative and resolve operational problems with minimum supervision	Essential	A, I
Ability to work with others to reach a common goal	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces	Essential	A, I
Practical knowledge of relevant accounting and reporting standards	Essential	A, I
Sound knowledge and experience of using computerised accounting systems and office productivity software applications.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven experience in the areas of Financial Planning, Control and Reporting	Essential	A, I
Experience in the development of Financial Processes	Essential	A, I
Demonstrated direct experience of working in partnership with private and voluntary sector.	Essential	A, I
Treasury management and investment decision-making & administration (Accountancy only)	Essential	A, I
Experience of initiating and introducing changes in work practices, systems, and procedures to improve service efficiency.	Essential	A, I

Experience of providing financial advice and support to non-financial managers	Desirable	A, I
Experience of working to targets and deadlines with emphasis upon achieving performance targets	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Either AAT Qualified or a recognised professional accounting qualification, or previous experience commensurate to this level with the ability and commitment to studying and qualifying	Essential	A, D
Membership of the Association of Accounting Technicians or have an AAT equivalent/higher qualification in Finance (e.g. part qualified CCAB or NVQ4 or above	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family & salary band:	Professional Support 07	Worker type:	Part-flexible
People management responsibility:	None	Budget responsibility:	

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

